

# INFORMATION BULLETIN

## JOB TRAINING PARTNERSHIP ACT

Employment Development Department

Number: B97-85

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TO: SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
SDA MANAGEMENT INFORMATION SYSTEM MANAGERS  
SDA FINANCIAL OFFICERS  
JTPD STAFF

SUBJECT: MIS USERS GROUP MEETING MINUTES FROM NOVEMBER 19, 1997

The minutes from the last Management Information System (MIS) User Group Meeting held at the Doubletree Hotel in Sacramento on November 19, 1997, are attached for your review and information. Please ensure that the minutes are provided to appropriate staff in your Service Delivery Area (SDA).

Questions or comments regarding the minutes should be directed to Diana Samuels, Manager of the JTA Customer Support Unit, at (916) 657-4343.

/S/ BILL BURKE  
Acting Assistant Deputy Director

Attachment

# **Management Information Systems (MIS) User Group Meeting**

## **November 19, 1997**

### **Attendees**

Forty-five Service Delivery Areas (SDA) were represented.

### **Opening Remarks**

Diana Samuels opened the meeting with an overview of the meeting agenda and introduced new staff within the Division and SDA community. She also provided a brief update on the status of waivers implementation, Welfare-to-Work implementation, and use of JTA for One-Stop financial reporting. She also highlighted the upcoming Western Regions Department of Labor (DOL) MIS conference in Seattle.

### **SDA Break-out Sessions**

The timeshare and standalone breakout sessions were held for discussion of any items of concern with the use of JTA or for stand-alone issues. Harry Butler, from the Program Management Section of the Job Training Partnership Division (JTPD), attended the time-share break-out session to address programmatic questions. Most of the stand-alone breakout session focused on sharing information on the migration to Informix 7.2.1.

### **Tier I/II DOL Process Update**

Deb Cusimano, from JTPD's Data Analysis Unit, provided an update on the National Performance Improvement Initiative being implemented by the DOL. Twenty-five California SDAs were in either Tier 1 or 2. The second review will occur in early 1998.

A reporting directive will be issued to transmit the policy on reporting late terminations and forms changes which occur in a closed program year. The MIS staff indicated that they needed additional direction on how to handle late paperwork. SDAs differ in how they approach this problem locally. Some suggested that a one-time exemption was needed to input late terminations. Others indicated that SDAs needed to take more responsibility locally to correct the problem. The JTPD will provide clarification in the reporting directive on late paperwork.

Because the National Performance Initiative uses all performance measures, not just core measures, to track SDA performance, SDAs who locally track performance standards need to do so for all measures, not just core standards.

### **Standardized Program Information Report Feedback**

Janet Leong reported on the status of the Standardized Program Information reports. The SDAs who report reading and math raw scores are being asked to complete a form which provides a conversion of raw scores to grades. The SDAs who are reporting grades do not need to complete this form. In addition, she mentioned several areas in which SDAs need to improve their reporting of Individual Participant Data (IPD).

In order for reports to match the IPD, SDAs should transmit the reports and IPD before additional data is entered into the system.

Elton Hughes pointed out that the IPD and quarterlies will not match for selected Title III grants submitted on the 20th of the month and asked for clarification of the need for the reports to match. (This subject will be covered in the reporting directive that is being developed.)

### **Electronic Communication Project Update**

Lynora Sisk reported on the Electronic Communications Project. The JTPD has expanded the JTPA web site. It can be accessed using the address: **<http://www.edd.cahwnet.gov>**

The web site currently has all of the Directives issued by the Division. Information Bulletins are being added from November 1, 1997, forward.

Comments and feedback on the website should be directed to Lynora. Email can be sent to: **[lsisk@edd.ca.gov](mailto:lsisk@edd.ca.gov)**.

### **Electronic One-Stop**

Greg Smith reported on the status of the Electronic One-Stop project. In 1997, California awarded \$5 million for local planning implementation and capacity building and \$1 million for local technology linkage infrastructure within One-Stop centers and between partner agencies. The Electronic One-Stop Steering Committee has issued guidelines on case management, common intake and serving individuals with special needs. Consulting contracts have been released to provide input on security and confidentiality/privacy issues.

### **O-Net Demonstration**

Linda Hax and Laurie Achtelik, from the Labor Market Information Division of the Employment Development Department, did a demonstration of the O-Net system. This is an automated replacement to the Dictionary of Occupational Titles designed to describe worker attributes and to catalog work content across job titles. It has also been designed to assist job seekers compare their skills with the skills for other jobs, thus indicating specific areas where they may need more training.

A prototype of this system may be accessed on the Internet, using the address: **[www.doleta.gov/programs/onet/prototype.htm](http://www.doleta.gov/programs/onet/prototype.htm)**. For further information about this product, contact Barbara Smith at (801) 536-7690.

## **Job Training Automation Update**

Kristen Cooper, of the Job Training Automation (JTA) project, provided an update of the project. The Informix upgrade was successfully completed for the UNIX box used by the timeshare SDAs. Several releases have been done on both the SDA and state side.

The SDAs will be receiving a JTA release in December 1997. This release will include modifications to the local quarterly reports (PLs), some changes to the Enter Enrollment form and Enter Status Change form, and revisions to the Performance Standards program. (The PLs were not included in the December release. They are now scheduled to be tested and released in January 1998.)

Diana Samuels provided an update on the JTA Customer Support Unit.

- The Forms Handbook has been completed and will be going out for 30-day review in November. (This was issued in January 1998 for comment.)
- The Issues and Oversight Committee met for two days in June. JTPA Information Bulletin B97-28, summarized the priority for proposed JTA changes.
- Reporting line item instructions for quarterly reports will be released as a directive in the near future.
- A JTA User Handbook Guide is being developed.

Diana also informed the group that her staff has begun to provide SDA refresher training. An information bulletin will be written which will announce the availability of training. The SDAs who need training before then should have their Administrators write a letter to JTPD.

Janet Leong provided copies of the EEF and ESF (Enrollment and Status Change forms). These forms are being revised to track North American Free Trade Agreement (NAFTA), Self Employment Assistance (SEA), Unemployment Insurance (UI) Profiling and Trade Adjustment Assistance (TAA).

## **Property Disposition**

Jim Scholl, from the Administration Unit in JTPD provided a handout on the disposition of property. The handout provided contact telephone numbers and rules on the disposition of property. A directive will be issued in late 1997 which will provide more information. (The revised target date is February 1998.)

## **Year 2000 Update**

Jim Scholl also updated the group on the status of EDD's JTPA Year 2000 project. This project will be completed by December 1998. He referred SDAs to JTPA Information Bulletin B97-35. The JTA system is being tested to ensure that it complies with the Year 2000 requirements. Jim suggested that SDAs review all of their hardware, third party software, mainframe systems and other information systems for conformity with Year 2000 guidelines. He provided a list of web sites for Year 2000 resource material.

## **Meeting Evaluation**

Overall, SDA staff were pleased with the MIS meeting. Suggestions were made that a larger room be provided for both the breakout and general sessions. Subjects suggested for future meetings included:

- More information on One-Stop and Welfare-to-Work
- More information on Case Management software.
- A tour of the U.C. Berkeley facilities

It was also suggested that more time be provided for break-out sessions and for the question and answer period (open session) at the end of the meeting.